



Orientation Meeting One

Passport and Visa Information

Passports

Many delegates will need to apply for their first passport for this program. Delegates should begin applying for their passports as soon as possible—ideally, before January 2013, as this process can take a minimum of four weeks. The earlier delegates apply for their passports, the better. This includes any who need to renew their passports. If a delegate's passport will expire earlier than six months after your program's return date, delegates must renew their passports.

U.S. Passports

Information regarding obtaining a U.S. passport is included in both the Student Ambassador Protocol; however, your leader will advise you where to begin a passport. Sometimes this takes planning to get one parent's signature if that parent travels frequently or lives elsewhere. NOTE: In the absence of one or more parent, legal documentation must be provided as proof of sole guardianship, adoption, or other such matters.

Delegates will need to have:

- **Proof of citizenship**-This may be established through *Primary Evidence of U.S. Citizenship* (Previously Issued U.S. Passport, Certified Birth Certificate, Naturalization Certificate, Certificate of Citizenship or Consular Report of Birth Abroad or Certification of Birth). In lieu of *Primary Evidence of U.S. Citizenship* delegates can also obtain *Secondary Evidence of U.S. Citizenship*
- **Two official passport photos**-photos must be identical, color, 2 X 2 in size and taken within the previous six months. (Leaders will keep these photos for emergency passport replacement purposes.) Retouched photographs are not acceptable. Detailed photograph requirements appear on the passport application. Passport pictures are offered by many post offices, photo/portrait studios, and copy shops.
- **Proof of identification**- this may be established through one of the following documents: previously issued, undamaged U.S. Passport, naturalization certificate, valid driver's license, current government ID (city, state, federal), current military ID (military and dependents) or by *secondary identification*.

More Passport Information

Families should contact National Passport Information Center at 877.487.2778 for more information, to request forms or to obtain the location of their nearest passport office. The same information and necessary forms can be found at www.travel.state.gov, at your local U.S. post office, or public library. To see if your post office handles passport applications, go to the USPS website: www.usps.com/passport.

Please note that three (3) clear, readable photocopies of each delegate's passport should be turned in to your delegation leader by **March 1**. (The leader carries one copy during travel and returns two copies to the family. The student will carry one copy during the program, and one copy stays at home). Having passports in-hand early is necessary in order to book air and hotel reservations, as well as request a visa (for selected programs).

Parents, before turning in your child's passport to your delegation leader ensure the following:

- The passport is signed correctly by the delegate – exactly as it is printed on the passport – with given and family names, not nicknames. In some cases, the parent may have signed the passport; that is acceptable if it is done correctly. Please refer to www.travel.state.gov or the National Passport Information Center at 877.487.2778 for specific information on this procedure.
- That the passport expiration date meets the six-month requirement. The passport must not expire within six months after your program's return date.
- That the delegate's citizenship matches the country that issued the passport. Entering correct citizenship is very important to the program office. This information is used to identify non-U.S. passport holders who may need visa assistance.



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Reminders

Any damage, markings (such as crossing things out or writing anything in besides the signature), or permanent alterations (laminating, adding stickers, or tearing out pages, etc.) will void a passport and it cannot be used for travel. Any delegate with a passport that is damaged in any of the ways above will need to have it replaced.

Non-U.S. Passports

Delegates holding non-U.S. passports participate successfully in our programs every year with citizenships from around the globe. If you are a non-U.S. passport holder please read the following:

- Most non-U.S. passport holders will need additional travel documents such as a visa and/or proof of U.S. status (I.E. Permanent Resident Card, U.S. visa, or immigration documentation.)
- A non-U.S. passport holder who resides in the U.S. must apply for (or renew) his or her passport at a consulate within the U.S. that represents the correct country of citizenship. Even those delegates with Permanent Resident Cards will require a valid passport from their country of citizenship in order to travel abroad.
- For those delegates who already hold either a U.S. or non-U.S. passport, confirmation is needed that their passports are valid six months beyond the program's end, approximately February 2014 for most programs.
- Delegates holding a non-U.S. passport will need to travel with the **original** Permanent Resident (Green) Card or U.S. Visa-issued re-entry documentation. It is the responsibility of the family to obtain those documents and turn them in to the delegation leader together with the passport copies.

Visa for Foreign Nationals

All participants who are foreign nationals, or those individuals who hold a passport from a country other than the U.S. or Canada, must obtain their own visa for travel. Should a delegate withdraw due to an inability to acquire the necessary visas, standard withdrawal fees will apply. Such delegates are not eligible for a full refund. Also note that the Delegate Protection Plan does not cover travel delay, interruption, or cancellation costs due to visa issues.

Therefore, it is very important that delegates who will be traveling on non-U.S. passports be identified as early as possible and that their information on the leader website reflects their correct citizenship.

NOTE: Non-U.S. passport holders who are identified as such receive assistance and documentation to aid in the visa application process. Families who have registered a mistakenly identified themselves as a citizen of the United States when their child really holds a passport from another country may not receive the assistance they need. Please update the program office and/or your leader immediately when you see a discrepancy between travel documents.

Due to international cooperation for the safety of children, many consulates now request information during the visa application process regarding the adults who will be traveling with a minor. The information is usually a name, address, and passport number. Please ask your delegation leaders to assist if you need such information. Currently, United Kingdom's visa application process requires assistance from two delegation leaders. Leaders traveling to Great Britain will receive additional information when any non-U.S. passport holders in need of U.K. visa in their delegation are identified.



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Visas for U.S. and Canadian Citizens

In addition to passport, some countries require American and Canadian travelers to obtain a visa. Instructions describing how to complete visa applications for programs to China or India will be sent to each primary delegation leader approximately 95 days prior to departure. Though visa fees for U.S. and Canadian citizens who are U.S. residents are included in the program tuition, rush fees and additional charges are not covered, and are to be paid by the applicant at the time his/her materials are submitted.

Things to Know

Australia: Visas for Australia for U.S. and Canadian passport holders are electronic and are processed with your air reservation, utilizing the data entered on the leader website for each delegate's passport.

China or India: Visas for China or India require physical processing by country consulates and a physical signature of the individual applicant on the visa application. You will receive a visa procedure sheet and visa application packets that detail the process specific to your program three months prior to your program's scheduled departure date.

Things to note in advance if you are traveling to China or India:

- The visa application process requires the actual valid passport to be physically sent to our visa service who then takes it to the consulate as part of the visa application process.
- Passports must be valid six months beyond the completion date of the program or a visa will not be issued. This is a requirement of these countries' governments and no exception of any degree (not even one day is allowed).
- The visa application will require an additional passport-style photo beyond the two such photos delegates are required to turn in prior to travel. Chinese and Indian consulates process visa applications in the United States based on state of jurisdiction. This means that leaders will ship visa applications to the visa service in the city of the consulate that holds jurisdiction over your delegations' state of residence.

Please note: For U.S. and Canadian passport holders who are on programs that require a visa, the same withdrawal policy applies as for non-U.S. passport holders who require a visa. Should delegates withdraw or not travel due to failure to acquire the necessary visas, they are subject to the standard withdrawal fees and are not eligible for a full refund. It is important for delegates and their families to respond and follow through with any visa instructions they receive properly and in a timely manner.